



## Quick Reference Guide Business Users

### Completing Your Business Registration

If you have begun registering your business with eMaryland Marketplace, but have not completed the registration process, you will need to complete your vendor registration before you can use eMaryland Marketplace.

When you began the registration process, you entered an email address. You should have received a Vendor Pre-Registration Notification at this email address informing you of your vendor number. You will need this information to complete your registration.

Vendor Pre-Registration Notification □ Inbox x

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 emaryland@emaryland.buyspeed.com  
to me ▾

Contact Name	Phone Number	Email Address
<input type="text"/>	888-472-9102	<a href="mailto:emaryland-train@emaryland.buyspeed.com">emaryland-train@emaryland.buyspeed.com</a>

Vendor #: 00020489  
Company Name: Training Vendor  
Email Address: [cristen.ervin@maryland.gov](mailto:cristen.ervin@maryland.gov)

Thank you,  
State of Maryland

Use this link to log on to eMaryland Marketplace Training: <http://MD-TEST.Buyspeed.com/bsa-train/login.sdo>

To complete your registration visit the eMaryland Marketplace homepage at [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com). Select **Register**.

### eMaryland Links

- > [Login](#)
- > [Register](#)
- > [View Open Bids and Contracts](#)
- > [Search for Vendors](#)

From the eMaryland Marketplace Registration screen, select **Complete Registration**.



## Welcome to eMaryland Marketplace

### Registration Information

- **Register**  
Register here to begin using New eMaryland Marketplace.  
Vendors, please read this [disclaimer](#) prior to registering.
- **Complete Registration**  
Complete registration here to begin using New eMaryland Marketplace.  
Vendors, please read this [disclaimer](#) prior to completing registration.

The In-Progress Verification box will appear. Enter your vendor number and email address. The vendor number can be found in the Vendor Pre-Registration Notification email that was sent when you began the registration process.

Select **Submit**.

A screenshot of a web browser window titled "In-Progress Verification - Google Chrome". The address bar shows the URL "https://md-test.buyspeed.com/bs0-train/external/co". The page content includes a heading "In-Progress Verification" and a sub-heading "Please enter the vendor # and email address from your Vendor Pre-Registration Notification email and submit." Below this, there are two input fields: "Vendor #\*" and "Email Address\*". At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a yellow border.

eMaryland Marketplace will open up to the vendor registration summary screen. You will notice a list of Validation Errors in red that list all of the information that is missing from your vendor profile. To complete the registration, you must complete this information. You can use the links on the Validation Errors to direct you to the location of the missing information or visit the tabs at the top of the screen.

**Overall Validation Errors**

- [Missing program pre-qualification criteria response.](#)
- [Required Category - Counties Served selection required.](#)
- [Required Category - SDAT Department ID \(Certification ID\) selection required.](#)
- [Required Category - Organization Type selection required.](#)
- [Required Category - Dun & Bradstreet selection required.](#)
- [Required Category - Contractor License selection required.](#)
- [Required Category - Business License selection required.](#)
- [Required Category - Independent Ownership selection required.](#)
- [Required Category - State of Maryland Business selection required.](#)
- [Required Category - Maryland Resident Employees selection required.](#)
- [Required Category - Payroll Employees selection required.](#)
- [Required Category - Gross Sales Last Fiscal Year selection required.](#)
- [Required Category - Self Identified Veteran selection required.](#)
- [Required Category - Ownership Type selection required.](#)
- [Required Category - Majority Ownership selection required.](#)
- [NIGP Code is required, please select at least one.](#)
- [Missing program pre-qualification criteria response.](#)

Once you have completed all required information, select the Summary tab. Scroll to the bottom and select **Submit**.

For more information on Vendor Registration, refer to the Business Registration Quick Reference Guide.